



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

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Fifth District

October 7, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the name and title of the Chief Executive Officer.

Lisa M. Garrett
Director of Personnel

A handwritten signature in black ink, appearing to read "Lisa M. Garrett", is written over the name and title of the Director of Personnel.

PROBATION WORKFORCE REDUCTION AND RETURN-TO-WORK STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation). The memo also includes an update on Probation return-to-work activities.

Seniority Lists/Workforce Reduction Plan

On September 29, 2011, your Board postponed layoffs pending outcomes of an October 4, 2011, closed session to consider staffing for Assembly Bill (AB) 109. Employees were notified of the postponement by postal mail, electronic mail, and in person and/or by telephone. During the closed session, your Board approved a second postponement of the layoffs until October 11, 2011, at which time Probation will have re-assessed layoff needs as a result of interim AB 109 promotions. Employees were notified of the second postponement on October 4, 2011.

The number of employees to be impacted continues to decline due to attrition and various efforts to minimize impact. Currently, the workforce reduction will impact 91 Detention Services Officers (DSO) and nine Group Supervisor Nights (GSN). In addition, six temporary GSNs will be released.

"To Enrich Lives Through Effective And Caring Service"

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Meetings with the Labor Unions

The Chief Executive Office (CEO) Employee Relations, Probation, and the Department of Human Resources (DHR) met with AFSCME Local 685, SDPO Association, and PMA (unions) on September 15, 2011, to address the layoffs and related issues. On September 29, 2011, an attorney for Local 685 provided written communication to Probation that confirmed agreements made during the meeting, which included meeting every 60 days to review departmental promotions of DSOs to Deputy Probation Officer positions, and an exception that was made to the Memorandum of Understanding bid process provisions for the purpose of mitigating the current layoffs.

An October 4, 2011 meeting and an October 5, 2011 conference call with the unions were canceled as a result of the layoff postponement.

Transition Services

The Department of Children and Family Services has extended job offers to seven DSOs for four Transportation Worker and three Group Supervisor II positions. These hires are contingent upon the completion of Live Scan and the employees' status on the layoff list. One additional DSO was hired by the Department of Mental Health as a Medical Case Worker II, effective September 23, 2011.

Probation notified employees on September 22, 2011, of opportunities to voluntarily demote in lieu of layoff to lower-level clerical vacancies in their department. Employees were advised to submit interest by October 4, 2011.

DHR continues efforts to place the remaining employees that are impacted by the workforce reduction. The Sheriff's Department is still conducting backgrounds on the 45 employees interested in Custody Assistant positions.

Risk Management

Return-to-Work:

- CEO staff has been co-located at Probation headquarters assisting with various return-to-work projects.
- Workers' compensation third-party administrator, Acclamation Insurance Management Services (AIMS), has provided additional responses from medical providers approving three additional employees for the AB 109/Post-Release Community Supervision Program. A total of nine employees will be assigned to

locations already identified by Probation. CEO staff will follow-up with AIMS and continue to coordinate these efforts.

- The CEO continues to assess the employees on conditional assignments and will be making recommendations for referrals to DHR to explore countywide job search according to DHR Policy PPG 621 – Interdepartmental Placement Of Employees Returning To Work Following Approved Leave.
- The CEO has identified an additional 20 employees from the Long Term Leave report, to determine those that may meet the criteria for countywide job search, disability retirement, or medical release. The total number of employees identified is now 35.

Workers' Compensation:

- Since September 23, 2011, five additional employer level (Arising Out of Employment / Course of Employment) investigations have been assigned for a total of ten investigations currently underway.
- On October 4, 2011, CEO and Probation staffs met to facilitate workers' compensation anti-fraud training for Probation personnel. Such training will be provided by CEO and focus on identifying and reporting suspected workers' compensation fraud.
- The CEO, in collaboration with AIMS, continues to provide workers' compensation claims administration assistance to Probation.

Loss Control and Prevention/Safety:

- On September 29, 2011, at the CEO and Probation monthly meeting, CEO met with Probation to discuss the action plan progress. See attached document for updates.
- The CEO continues to provide Probation's Risk Management Section with weekly workers' compensation and liability data.
- One workers' compensation claimant was referred by the CEO for review because the employee has filed four claims in the last five years.
- On September 26, 2011, CEO assisted Probation by performing a facility inspection at Los Padrinis Juvenile Hall. The Probation Risk Manager will send out inspection reports 30 days after the completed inspection. Follow-up inspections will be performed 60 days after the initial inspection to ensure any

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issues discovered have been addressed. Due to the different types of facilities at Probation, staff will meet to create standard forms to be used for their onsite inspections.

- On October 4, 2011, CEO attended the Probation weekly meeting. Various topics were discussed at the meeting. Including:
 - CEO staff will provide a “train-the-trainer” food safety program for Probation Risk Management staff. The CEO will assess the kitchen facilities in advance to customize the training to Probation kitchen operations.
 - A Safety Orientation Checklist has been revised to include Housekeeping Practices, Office Safety Material, Office Ergonomics tips, and Lockout/Blockout information.

If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or Director of Personnel, Lisa M. Garrett at (213) 974-2406.

WTF:EFS:LMG:
SAW:cg

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Human Resources
Probation

**Probation Department
Action Plan
FY 2011-12**

Task	Responsible Person	Due Date	Status Update
1) Conduct quarterly audits of facility/office inspections for the following locations: <ul style="list-style-type: none"> • 16350 Filbert - Juvenile Hall • 1605 Eastlake Ave. - Juvenile Hall • 7285 E. Quill Drive. - Juvenile Hall 	Probation Safety Officer	September 2011 and on-going	9/29/11 – Completed this task. Probation also inspected Camp Challenger, located at 5300 W. Avenue I, Lancaster. Camp Challenger consists of six camps and one school.
2) Provide CEO-Risk Management Ergonomics Tips to all staff.	Probation Bureau Consultants	September 2011 and on-going	9/29/11 – Probation send a special bulletin to all staff on “Housekeeping Practices and Office Safety” on 9/29/11.
3) Provide Probation Safe Practices and Rules for your Safety policy to all staff.	Probation Bureau Consultants	September 2011 and on-going	9/29/11 – Probation send a special bulletin to all staff on “Safe Practices and Rules for Your Safety” on 9/29/11. This policy was last updated on May 2008.
4) Initiate accident investigations when there is a potential for staff injuries based on the receipt of e-mails alerts from Detention Services Bureau and Residential Treatment Services Bureau by reviewing: <ol style="list-style-type: none"> 1. E-mail alerts of incidents 2. Preliminary Incident Reports 3. Special Incident Reports 	Probation Loss Control and Prevention, Program Analyst	October 2011 and on-going	9/29/11 – Received one alert. Preliminary Incident Reports was created due to a fight at Camp Kirby.

Task	Responsible Person	Due Date	Status Update
5) Initiate accident investigations by reviewing: <ol style="list-style-type: none"> 1. 5020s as soon as they arrive from the Third Party Administrator 2. Requesting a copy of the Employee's Report of Accident and the Supervisor's Investigative Report 	Probation Loss Control and Prevention, Program Analyst and Probation Safety Officer	July 2011 and on-going	9/29/11 – CEO met with Probation safety staff to discuss the tracking of the 5020s accident investigations on 9/23/11. A new form has been created to be used for accident investigations.
6) Initiate and implement Preventive Action Plans (PAP) with various bureaus and operations management based on accident investigation findings.	Probation Risk Management Division	September 2011 and on-going	9/29/11 – No new PAPs created.
7) Develop and implement an Ergonomics Program Policy.	Probation Safety Officer	September 30, 2011	9/29/11 – Pending
8) Provide IIPP/Safety Orientation and Risk Reduction training to each bureau management staff.	Probation Risk Manager and Safety Officer	December 2011	9/29/11 – Pending approval. Probation Risk Manager will provide a draft of the IIPP by 10/14/11.
9) Meet with CEO-Loss Control and Prevention (LCP) on a monthly basis to report progress.	Probation Risk Manager and CEO-LCP	July 2011 and on-going	CEO-LCP met with Probation on 9/29/11. Next meet is scheduled on 10/27/11.
10) Implement a quarterly Department Safety meeting chaired by upper management with assistance from the department Risk Management Office.	Probation designated Management and Risk Management Office (Participation by CEO-LCP)	October 2011 and on-going	10/4/11 – CEO discussed potential topics to be discussed at the first Safety Committee meeting. The meeting is pending to be scheduled in October 2011.